

	Portales Police Department  Standard Operating Procedure & Policy	SOP #	
		Date Revised:	
		ADM. #129.00	Departmental email
1700 N. Boston St. Portales NM, 88130	Email	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

## I. POLICY:

In an effort for the Portales Police Department to efficiently disseminate information to officers they are provided with a departmental email. The use of this email should be routine in order for it to be effective.

## II. PURPOSE:

To provide officers with a clear understanding of what is expected of them with regards to their Portales Police Department email account.

## III. PROCEDURE:

### A. Checking for new emails

1. Officers must check for new emails at least once during their shift.
2. If an email from within the department requests a read or delivery receipt you must provide this response.
3. If a reply or other response is requested the officer shall do so as soon as possible and within the requested time frame.

### B. Information from dispatch

1. If you request a photograph or other information to be provided to you from dispatch via email:
  - a) It shall not be delivered to any other recipients.
  - b) It shall be deleted prior to the end of your shift.
  - c) It may be added to your incident report or saved onto the department owned computer or server.